

REGISTRATION FORM—Online Medical Billing/Coding

Please print neatly

HCC Student ID No. or Soc Sec # _____

Name (Last, First, M.I.) _____

Street Address _____

City, State, Zip _____

County _____ Date of Birth ____/____/____

Sex (M/F) _____ Home Phone _____

Work Phone _____

Email address (REQUIRED) _____

Ethnic origin (Circle one)

- | | | |
|---------------------|--------------------|----------|
| 1. Asian | 3. Native American | 5. White |
| 2. African American | 4. Hispanic | 6. Other |

Course No.	Course Title	Cost
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(No out-of-county or out-of-state fees)

TOTAL \$ _____

Signature _____

I certify the above information is true & correct.

For Credit Card Registrants:

Please circle one: Visa MasterCard AmExpress Discover

Card No. _____ Expir. Date _____

Name as it appears on card _____

Cardholder's Signature _____

I am an HCC full-time employee or dependent.

FAX-IN (for credit card registrations *only*): Fax this form with credit card number & expiration date to **410-772-4333**.

WALK-IN: Student Services Bldg Rm RCF 233 on HCC Campus
Hours: Mon-Thur 8:45am-8pm and Fridays 8:45am-5pm

MAIL-IN: Send form & check or credit card no. & expir. date to:

**Howard Community College, Little Patuxent Parkway,
Columbia, MD 21044 Attn: LOCK BOX CASHIER RCF 203**
(Allow a week for processing.)

ONLINE: Visit www.hccexpress.net, and follow instructions for noncredit continuing education students.

ADVANCED MEDICAL CODING CPT/MCS

Learn advanced coding problems and solutions. Detailed medical history reports are provided from which CPT codes are determined. You will gain a deeper understanding of Evaluation and Management and Surgery codes. You must purchase the download study materials for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor with instructions for purchasing the course manual. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5998 XH 309 7438

Aug 31-Nov 09 #6792 XH 309 7653

Sep 14-Nov 23 #6793 XH 309 7661

Nov 09-Jan 18 #7226 XH 309 7669

Nov 23-Feb 01 #7603 XH 309 7677

Apr 19-June 28 #8296 XH 309 7958

AAPC, AHIMA, AND AMBA Exam Review

Prepare for (1) the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders (AAPC), (2) the Certified Coding Associate exam administered by the American Health Information Management Association (AHIMA), and (3) the Certified Medical Reimbursement Specialist exam administered by the American Medical Billing Association (AMBA). Topics include medical terminology, human anatomy, CPT coding guidelines, ICD-9-CM (Vols. I and II), diagnostic coding, HCPS Level 2, E/M coding, anesthesia coding, surgical coding and use of modifiers. Purchase the download study material for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor with detailed directions for purchasing coding manuals. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #6000 XH 310 7439
Aug 31-Nov 09 #6794 XH 310 7654
Sep 14-Nov 23 #6795 XH 310 7662
Nov 09-Jan 18 #7228 XH 310 7670
Nov 23-Feb 01 #7604 XH 310 7678
Apr 19-June 28 #8297 XH 310 7959

CERTIFICATION

You will receive a Certificate of Completion for each course you successfully complete, after the 11th week of the course.

For the series: Upon successful completion of all eight online courses, you will be eligible for an HCC Medical Coding Specialist Certificate. Email your request to RRoberts@howardcc.edu. After verifying your academic record, the college will issue you the certificate.

For professional certification: the National Certified Professional Coding certification is issued by the American Academy of Professional Coders (AAPC) to individuals who successfully complete a five-hour national exam. If you pass the exam, you will be recognized as a Certified Professional Coder or CPC. For more information, visit www.aapc.com.

MAERIALS AND SYSTEM REQUIREMENTS

To take these online courses, you will need the following:

- A Personal Computer (These courses *cannot* be taken on a Mac.)
- Internet access
- An email account
- A web browser—Netscape or Explorer, version 4.5 or later

Materials: You will need to purchase the Internet study materials for each individual course and for all the coding courses, an ICD-9-CM manual, Volumes I and II, and a CPT manual, copyrighted 2009 or later. You can purchase Internet study materials at www.dlearn.com/buynow.htm. On the first day of class, your instructor will tell you how to purchase the manuals.

FOR MORE INFORMATION

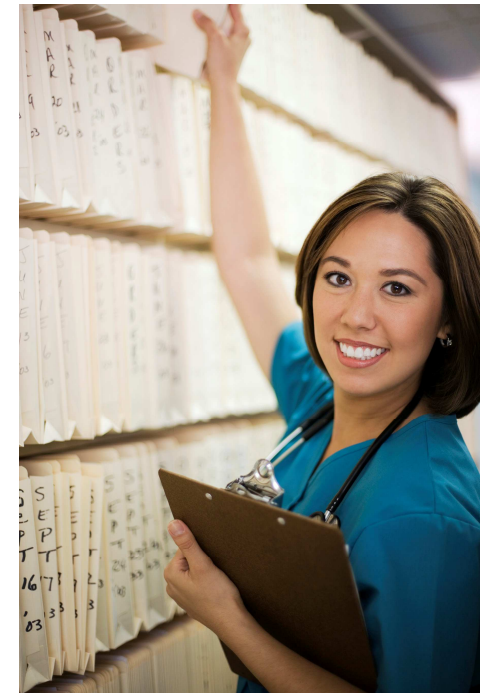
On the course: Email the instructor at billhess@triad.rr.com.

On how to register: Visit the web at www.howardcc.edu or call 410-772-4823

On HCC's medical billing and coding courses in general: Call 410-772-4944

Online Medical Billing and Coding Courses

Noncredit Continuing Education Courses 2009-2010



HOWARD
COMMUNITY COLLEGE
You Can Get There From Here.

Division of Continuing Education
& Workforce Development

THE FIELD OF MEDICAL BILLING AND CODING

Skilled medical billing and coding professionals are in high demand. The profession is one of the fastest growing in allied health. Patient information must be entered into computer databases to comply with new federal legislation requiring electronic records. This series of courses can benefit not only persons new to the field who want entry-level employment, but also experienced billers/coders who want to prepare for the American Academy of Professional Coders (AAPC) exam or the American Medical Billing Association (AMBA) exam, as well as certified specialists who want to update their skills.

COURSE DESCRIPTIONS

Sequence: You can take one, some, or all eight courses. Unless you have equivalent experience, you should take courses in the *order listed*. Due to the work that is required, you are advised to take no more than 2 courses at a time.

MEDICAL TERMINOLOGY/MCS

This course provides a foundation for further study of medical coding and billing. Words and terms are defined in 33 chapters outlined by body systems. This course includes selected audio word pronunciation. You must purchase the download study materials for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5948 XH 302 7432
Aug 31-Nov 09 #6784 XH 302 7647
Sep 14-Nov 23 #6785 XH 302 7655
Nov 09-Jan 18 #7160 XH 302 7663
Nov 23-Feb 01 #7593 XH 302 7671
Jan 25-Apr 5 #8085 XH 302 7872
Mar 01-May 10 #8086 XH 302 7875
Apr 19-June 28 #8290 XH 302 7952

MEDICAL BILLING/MCS

This course prepares you with necessary accounting skills for entry-level jobs in doctor's offices or other medical facilities. It includes front office management, filing Part B CMS 1500, filing Part A CMS 1450, Medicare, Medicare billing problems and patient record-keeping, using Medisoft, Medicare as secondary payer, Medicare and home health, Medicare and women's health. Included in the study materials is the Advanced Claims Processing Manual with everything you ever wanted to know about starting your own medical billing business from home. At the end of this course, you have an option to use "Code it Right", an online electronic version of the ICD-9 and CPT coding manuals. Purchase the Medical Billing study materials for approximately \$60 at www.dlearn.com/buynow.htm. On the start date of class you will receive an orientation letter from the instructor with detailed directions to purchase course manuals. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. *Note:* The "Code it Right" option is not an instructor-led course and has no bearing on your Medical Billing grade. In partnership with the online instructor, this program option is available on a download link used within a particular Community College internet course leading to a certificate. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5949 XH 305 7433
Aug 31-Nov 09 #6788 XH 305 7648
Sep 14-Nov 23 #6789 XH 305 7656
Nov 09-Jan 18 #7161 XH 305 7664
Nov 23-Feb 01 #7594 XH 305 7672
Jan 25-Apr 05 #8089 XH 305 7873
Mar 01-May 10 #8090 XH 305 7876
Apr 19-June 28 #8291 XH 305 7953

MEDICAL CODING/MCS

This course prepares you for entry-level jobs in a doctor's office or other medical facility. It includes ICD-9-CM Coding, CPT Coding, Medicare Fraud and Abuse and Evaluation and Management. Learn how to convert a medical procedure to a number as provided by the American Association Procedure Terminology and to understand the relationship between medical codes and HIPAA compliance. You must purchase Medical Coding

download study material for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor with detailed instructions for purchasing ICD-9-CM, Volume I and II coding manuals. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

Aug 31-Nov 09 #6786 XH 304 7649
Sep 14-Nov 23 #6787 XH 304 7657
Nov 09-Jan 18 #7162 XH 304 7665
Nov 23-Feb 01 #7595 XH 304 7673
Jan 25-Apr 05 #8087 XH 304 7874
Mar 01-May 10 #8088 XH 304 7877
Apr 19-June 28 #8292 XH 304 7954

ANATOMY & PHYSIOLOGY for the MEDICAL OFFICE/MCS – PART ONE

This self paced course presents the structure of organisms by body systems and analyzes the normal function of body organs. Topics include cells & tissues, the integumentary system, the axial skeletal system, the appendicular skeletal system, the muscular system, the general nervous system, the central nervous system, and the peripheral nervous system. Full color graphics and audio descriptions complement descriptive text material. You must purchase the download study material for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5995 XH 507 7435
Aug 31-Nov 09 #6804 XH 507 7650
Sep 14-Nov 23 #6805 XH 507 7658
Nov 09-Jan 18 #7223 XH 507 7666
Nov 23-Feb 01 #7596 XH 507 7674
Apr 19-June 28 #8293 XH 507 7955

ANATOMY & PHYSIOLOGY for the MEDICAL OFFICE/MCS -PART TWO

This self-paced course continues the study of body systems. Topics include the five senses, the endocrine system, the blood, the heart and blood vessels, the lymphatic system, the respiratory

system, the digestive system, metabolism, the urinary system, and the reproductive system.

Full - color graphics and audio descriptions complement descriptive text material. You must purchase the download study material for approximately \$60 www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5996 XH 508 7436
Aug 31-Nov 09 #6806 XH 508 7651
Sep 14-Nov 23 #6807 XH 508 7659
Nov 09-Jan 18 #7224 XH 508 7667
Nov 23-Feb 01 #7597 XH 508 7675
Apr 19-June 28 #8294 XH 508 7956

ADVANCED MEDICAL CODING ICD-9-CM/MCS

This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by major body system chapters, as found in the ICD-9-CM manual. Each chapter is organized by: (1) Issues (2) Coding clarification (3) Physician Documentation Issues and (4) Coding scenarios. Real-life coding problems illustrating the issues are presented with ICD-9-CM solutions. Purchase the download study material for approximately \$60 at www.dlearn.com/buynow.htm. On start date of class you will receive an orientation letter from the instructor with instructions for purchasing the course manual. Students who successfully complete this course will receive a certificate of completion after the 11th week of the course. No out-of-county and out-of-state fees. 3.9 CEUs. \$205

June 22-Aug 31 #5997 XH 306 7437
Aug 31-Nov 09 #6790 XH 306 7652
Aug 31-Nov 09 #6790 XH 306 7652
Sep 14-Nov 23 #6791 XH 306 7660
Nov 09-Jan 18 #7225 XH 306 7668
Nov 23-Feb 01 #7602 XH 306 7676
Apr 19-June 28 #8295 XH 306 7957

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